



DEPARTMENT OF THE ARMY  
OFFICE OF THE  
DEPUTY CHIEF OF STAFF G-3  
400 ARMY PENTAGON  
WASHINGTON DC 20310-0400

REPLY TO  
ATTENTION OF

S: 30 September 2005

DAMO-FM-FMS

4 November 2005

MEMORANDUM FOR Students of Class FM 10 - 05, Attending the Army Force Management School at 5500 21<sup>st</sup> Street, Suite 1400, Fort Belvoir, Virginia 22060-5923

SUBJECT: Welcome Package for Class FM 01-06, 17 Oct – 10 Nov 2005

1. Welcome to the Army Force Management School (AFMS), Advanced Force Management Course 01-06. Class begins Monday, 17 Oct 2005. Registration will be conducted from 0715 to 0800 hours, Monday, 17 Oct 2005 at the AFMS, located in Building 247, Humphrey's Hall, Suite 1400, 5500 21st Street, Fort Belvoir, VA 22060-5923. Uniform for military personnel is Class "B".
2. The purpose of the Advanced Force Management Course is to provide professional development for both Army military and civilian personnel serving in or selected for assignments in the force management functional area.
3. The enclosed Welcome Packet contains a pamphlet entitled: "Army Force Management School Administration and Logistics Policy and Procedures Guide" at Appendix 1. It provides instructions for your use in planning your attendance to this course as well as additional administrative and logistical support available to you. For personnel who are TDY, Government quarters are available on Fort Belvoir at Knadle Hall, building 470, 9775 Gaillard Road, Fort Belvoir, VA. 22060. You may contact Knadle Hall by calling either 1-800-295-9750 or (703) 704-8600 or 8899 as soon as possible. Due to increased TDY personnel at Fort Belvoir, billeting must announce "No Vacancy" when they reach capacity. The school blocks rooms for those that attend in a TDY status, but you must call as soon as possible. Ensure that you inform the reservation desk that you are attending the Army Force Management School and you receive a confirmation number. You can also email to [FB-DPCA-Lodging@belvoir.army.mil](mailto:FB-DPCA-Lodging@belvoir.army.mil).
4. Additionally, all students must provide verification of security clearance from their agency's security manager to Mr. Lebron for attendance at the course. An example verification letter is provided in Appendix 1. This is a sample format only. Your verification letter must be on your organizations letterhead and signed by your security manager. A copy of the form can also be found at the Army Force Management website at <http://www.afms1.belvoir.army.mil/index.htm>. This must be accomplished prior to your departure to the course.
5. All students please review and complete the registration forms included in Appendix 1 and return it by FAX to Mr. Steve Dart at DSN 655-4910 or commercial (703) 805-4910 or <mailto:Steve.Dart@belvoir.army.mil> as soon as possible. A copy of the form can also be found at the Army Force Management website at <http://www.afms1.belvoir.army.mil/index.htm>. (Suspense is 30 Sep 05)

6. In the classroom, two students share a computer. To have email access back to your unit/organization, you must make it available via the Internet. To do this, contacted your IMO/G6/S6 for the web address that allows you to gain access to your email prior to your arrival to the school.

7. Please have your AKO account information for accessing AKO during some class exercises prior to your arrival to the school. If you do not have an AKO account, please have one created prior to arrival.

8. Those who will attend the school in a TDY status must complete the 1610 checklist also found at Appendix 1. It too can be returned by FAX or emailed as outlined in previous paragraph 5. Please accomplish as soon as possible.

9. Due to current events, Fort Belvoir is at security level "A", which requires proper identification as you enter the installation. If you drive your own vehicle and have a DoD vehicle sticker, you should not experience any major delays while getting onto the installation. However, be prepared for some gate backup. If you are renting a vehicle, it is recommended that you have required documentation to secure a temporary pass. Documentation is proof of insurance and rental agreement and a valid drivers license.

10. If you have any questions concerning your attendance at the school, please contact:

a. Mr. Steve Dart for administrative/logistics information at DSN 655-4902 or Commercial (703) 805-4902.

b. Mr. Dick Pahland for registrar information at DSN 655-4904 or commercial (703) 805-4904.

c. Mr. Bob Lebron for security verification information or TDY orders for out of town students at DSN 655-2878 or commercial (703) 805-2878, or fax at DSN 655-5946 or commercial (703) 805-5946.

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ROBERT LEBRON, JR.  
DCS, G-3, AFMS Representative  
Army Force Management School